

How To...

Get a Count of Users + List Those Users

Note: For State Statistics please run this report on June 30th.

Get to Your Report

Login

Collection Analysis

Public Services Analysis

Users

All Users Measures

Change Your Dimensions

Select your Library from within the Dimensions pool above.

Expand the All User Profile by clicking on the underlined words.

What this Means...

The bolded numbers are HFL's total users, broken down into blocked, barred, delinquent, etc. By selecting an individual cell, we can get a List Patrons option. For example: of the 13 HFL-Staff cards, 1 is Delinquent and 1 is Blocked. 😊 The List Patrons also includes estimated fines and date of account activity. The List is alphabetical.

User Profile	Number Of Users	Delinquent	Blocked	Barred	% of Delinquent Users	% of Blocked Users	% of Barred Users
All User Profile Total	3,153	625	40	188	19.82%	1.27%	5.96%
HFL-ADU	2,326	472	29	143	20.29%	1.25%	6.15%
HFL-GROUP	12	3	0	1	25.00%	0.00%	8.33%
HFL-JUV	494	137	10	40	27.73%	2.02%	8.10%
HFL-STAFF	13	1	1	0	7.69%	7.69%	0.00%
HFL-TEMP	37	7	0	1	18.92%	0.00%	2.70%
ILL	257	5	0	2	1.95%	0.00%	0.78%
INTRANSIT	1	0	0	0	0.00%	0.00%	0.00%
LOSTCARD	4	0	0	0	0.00%	0.00%	0.00%
PUBLIC	6	0	0	1	0.00%	0.00%	16.67%
WHFL	1	0	0	0	0.00%	0.00%	0.00%
ZCHFL	1	0	0	0	0.00%	0.00%	0.00%
ZTHFL	1	0	0	0	0.00%	0.00%	0.00%

Example Details

The above example used the Hearst Free Library users. I wanted a breakdown of Total Number of Users, and how many of those were Juvenile cards, Staff cards, etc. The percentage of naughty patrons is the default, but you can remove any of the default Measures by clicking on the down arrow next to Measures and deselecting.

How To...

Yearly Stats: Collection Breakdown

Note: For State Statistics please run this report on June 30th.

Get to Your Report

Login

Collection Analysis

Technical Services Analysis

Cataloging

All Catalog Measures

Change Your Dimensions

Bring down "Item Type" from the Dimensions pool and Swap with "Library".

In the dimension pool above, select your library from the "Library" dimension.

Expand the list by clicking on the underlined words "All ItemType".

ItemType	Total Titles	Total Call Numbers	Total Copies	% of Copies to Titles	% of Copies to Call Numbers	% of Titles to Total Titles	Total Collection Value
All ItemType Total	43,737	45,089	47,289	100.12%	104.08%	6.82%	849,133.32
AUDIO-REC	1,101	1,195	1,243	105.25%	104.02%	0.18%	28,845.00
BOOK	31,232	31,838	33,780	108.16%	106.10%	4.87%	745,875.89
CASS-REC	1	1	1	100.00%	100.00%	0.00%	0.00
CD-CIRC	9	9	9	100.00%	100.00%	0.00%	225.00
CD-ROM	8	8	8	100.00%	100.00%	0.00%	180.00
DVD	9	9	9	100.00%	100.00%	0.00%	215.00
E-BOOK	9,058	9,058	9,058	100.00%	100.00%	1.41%	0.00
EPHEMERAL	4	4	4	100.00%	100.00%	0.00%	100.00
FLOAT-NB	318	320	359	112.89%	112.19%	0.05%	8,627.43
ILL-MAT	154	154	154	100.00%	100.00%	0.02%	0.00
KIT	12	12	12	100.00%	100.00%	0.00%	180.00
MUSIC-REC	354	360	382	107.91%	106.11%	0.06%	9,410.00
NEW-BOOK	9	9	9	100.00%	100.00%	0.00%	200.00

What this Means...

The bolded number is the library's total items. Instantly visible is your e-books, music, cassette recordings, and book totals. You will have to manually combine Item Types to calculate the best statistic: i.e. Audio cassettes and CDs together for the "Audios" portion of State Statistics. "Undefined" items in the report can be identified by clicking on the cell and doing a List Titles.

Example Details

The above example used the Bitterroot Public Library. I wanted a breakdown of Total Items by Item Type to manually total for the fiscal year statistics. Exporting the data to Excel makes it easier to individually tally up the different types. You can create a Calculator Function within Director's Station to combine all of the different dimensions. Instructions for the Calculator can be found in the Documentation folder, or the SwiftHelp.

How To...

Calculate Yearly Circulation Statistics

Get to Your Report

Login
Collection Analysis
Public Services Analysis
Circulation
All Checkout Measures (Historical)

Change Your Dimensions

Bring down "User Profile" and swap it out with "Item Library".

In the dimension pool above, select your library from the "Station Library" dimension.

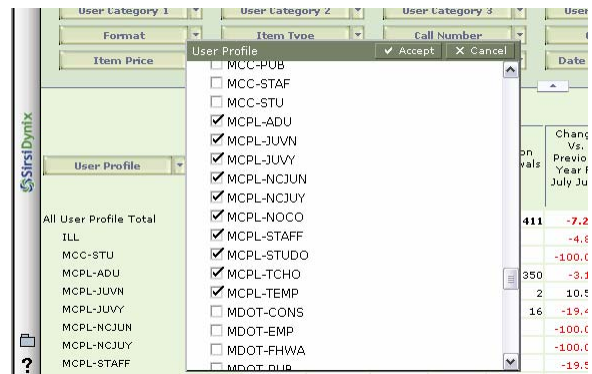
In the dimension pool above, select the appropriate fiscal year from the "FY June July".

Open up the "User Profile" list by clicking on the down arrow—within this list remove any user profiles not associated with circulation by users, i.e. Lost, Missing, etc.

See picture at right...

This setting will be different for each library.

To make sure the total circ number is displayed in the report (the line item usually displayed in Bold), be sure to check the green box next to "All User Profile". See picture below.



Note the total Circulation for the fiscal year—the bolded total.

Bring down "Home Location" (or whichever dimension you use to separate your juvenile items from others) and Insert Below the "All User Profile" in your report.

Open "Home Location" in the report and select all locations for your juvenile items.

After selecting your home locations, be sure to place a check in the green box next to "All Home Locations" to include the total.

What does it all mean?

Total all of your Juvenile Circulation numbers; this is your "Annual Circulated Materials-Children's" total. Subtract this number from your total Circulation (in bold) and this remaining total is your "Annual Circulated Materials- Other" total.

Example Details

The above example used the MCPL library collection. The State Library requests that YA materials be counted in the "Other" category.

Thank you to Sarah McHugh, Jennie Stapp, and Bob Cooper on clarifying the Annual Stats requirements—making it very easy to use DS for all our annual stats! ☺

How To...

Get a list of items by Item Category

Get to Your Report

Login
Collection Analysis
Technical Services Analysis
Cataloging
All Catalog Measures



Change Your Dimensions

Bring down Item Category 2 from the pool and swap with Library below.
Select your Library from within the Dimensions pool above.
Expand the Item Category 2 dimension below by clicking on the underlined words.
Select the cell of the Item Category 2 list you wish to see.
When the drop down menu appears, select List Copies. (Most or Least- it's your choice)

Item Category 2	Total Titles	Total Call Numbers	Total Copies	% of Copies to Titles	% of Copies to Call Numbers	% of Titles to Total Titles	Total Collection Value
JAZZ				100.00%	0.00%		74.93
JUDITH				100.00%	0.00%		41.90
JUVENILE				101.02%	0.77%		79,274.31
MONT				100.38%	0.04%		4,258.30
MYSTERY				100.00%	0.00%		271.70
NONFICTION				100.00%	0.01%		1,318.41
POP				100.00%	0.00%		29.99
ROCK	45	45	109.76%	100.00%	0.01%		616.01
SCIFICT	69	69	101.47%	100.00%	0.01%		651.74
TEMP-TITLE	19	19	100.00%	100.00%	0.00%		1,170.00

Finalize Your List

Once the list appears in the pop-up window, choose Export. Save the report to your desktop. Once saved, go to the desktop and open the excel report to see the list of titles, adjust your columns and format for attractiveness. Print.

Example Details

The above example used the Whitehall library collection. I wanted a list of all the items with an Item Category 2 of "Rock". The report works the same using Item Category 1 or 2, Home Location, or Current Location.

How To...

See What Your Patrons Are Searching for in iBistro!

Get to Your Report

Login

Collection Analysis

All Measures All Modules

All OPAC Measures

Change Your Dimensions

Select your Library from within the Dimensions pool above.

Narrow down the results: select a Day of Week from the Dimensions pool above.

Expand your Searches by clicking on the underlined All Searches Total.

Further expand by clicking on the underlined Browse and Search Total.

All OPAC Measures FVCC / All Login Library - Wednesday / All Day Of Week				
Login Library		Day Of Week		
FVCC / All Login Library				
Measures				
Searches	Number Of Searches	Hits	Average Hits Per Search	Sessions
All Searches Total	410	40,547	118	95
Browse	5			4
Search Total	405	40,547	120	94
Author	19	19	1	5
General	172	41,987	244	67
Other	4	5	1	4
Periodical	1			1
Series	7	144	21	2
Subject	27	4,627	171	16
Title	175	1,765	10	30

Let's See What Patrons Type In...

Click on a single cell to view what patrons have typed in while searching in iBistro. Select "Show Searches".

You can further expand by clicking on Author, General, etc. In the List, you can view exactly what patrons typed in, how many hits they got, and when they were searching.

Searches	Search	General	Author	Subject	Series	Periodical	Other
mc escher	Search	General	0	FVCC	108380399	01/31/2007	
micelangelo	Search	General	35	FVCC	108380399	01/31/2007	
mondrian	Search	General	1	FVCC	108380399	01/31/2007	
montana commitee humanities	Search	General	0	FVCC	234100333	01/24/2007	
montana videorecording	Search	General	19	FVCC	142140231	01/24/2007	
Montana-pictorial	Search	General	0	FVCC	249820217	01/31/2007	
Montana-pictorial	Search	General	1	FVCC	249820217	01/31/2007	
mountain men videorecording	Search	General	0	FVCC	48260027	01/17/2007	
moutian men	Search	General	0	FVCC	48260027	01/17/2007	
mountian men videorecording	Search	General	0	FVCC	48260027	01/17/2007	
munch	Search	General	3	FVCC	191550033	01/31/2007	
nibbling on einstein's brain	Search	General	0	FVCC	14930310	01/24/2007	
...

In these lists you can see spelling errors, patrons trying to access google.com or their email, or looking for the newest bestseller that you might want to purchase since so many of your patrons are looking for it. ☺

Example Details

The above example used the Flathead Valley Community College iBistro use for a Wednesday. The above list can be exported into Excel like the Title and Patron lists.